



# Eston Composite School 2020-2021

## Re-Entry Plan

09 01 2020



The Eston Composite School 2020-2021 Re-Entry Plan provides a summary for the following safety areas:

- Safe Attendance
- Safe Transportation
- Safe Access
- Safe Facilities
- Safe Classrooms
- Safe Supports
- Safe Activities
- Safe Alternatives

Eston Composite School’s Goal is to focus on:

**Increased Handwashing and Hygiene**

**Enhanced Cleaning Practices**

**Physical Distancing**

**Limiting the number of daily contacts**

We have created this evolving plan with the information and knowledge we currently have. For the 2020-2021 school year, the Government of Saskatchewan expects every student to continue to learn. Saskatchewan Education has released its provincial Safe Schools Plan. Our school’s re-entry plan aligns with Sun West School Division’s plan and is the result of consultation with Saskatchewan Education.

Based on this information, Eston Composite School has worked with a staff and division team to create the following school-based plan. This plan outlines how we will be operating and what students, staff, and families can expect as we begin the school year.

### Safe Attendance

#### Understanding the Pandemic Plan

- All school personnel (staff and students) will be made familiar with AP 162-Appendix A: COVID-19 Pandemic and Health Accommodations.
- Staff will review the most up-to-date version of the SWSD Re-Entry Plan and will review our specific school plan on August 26.
- Parents will be provided access to the school plan through various means (e.g. website, email, social media, etc.).

<https://www.sunwestsd.ca/assets/doc/ap-162-pandemic-preparedness-200730.pdf>

#### Safe Attendance Protocols

- Follow the “Attendance at School During Covid-19 – Students” Guidelines
- Stay home when ill.
- Use the Saskatchewan COVID-19 Self-Assessment Tool.
- Practice proper hygiene processes.
- Follow school hygiene routines.
- Use the isolation room and protocols if a student or staff becomes ill at school.

### Isolation Rooms and Illness in care

Any individual who becomes symptomatic beyond the normal (e.g. seasonal allergies) or feels sick in any way during the school day or workday must leave the building.

- Families must ensure the school has current emergency contact information on file, and those listed are prepared to respond immediately.
- An isolation room has been created in each school with appropriate signage for anyone with COVID-19 symptoms who is not able to immediately leave the school. At Eston School this room is located Counsellor Room #1 (beside the staffroom).
- The Division has provided an isolation kit including thermometers, non-surgical disposable masks, and disposable gloves.
- Isolation Room procedures will be posted in this room, including:
  - o Student or staff temperature will be taken (using a non-contact thermometer).
  - o After leaving the school, families are required to complete the online COVID-19 self-assessment tool. The tool advises if testing is required and allows users to book an appointment immediately.

Anyone who tests positive for COVID-19 is asked to notify the school to ensure proper cleaning and public-health measures are followed.

### Cohorts

- Students will be grouped by grade level.
- All classes will be individual grades; there will be no mixing of students. This is to limit the number of students that each student has contact with.
- In order to limit the number of students each teacher has contact with, our staff have been grouped into one of the following 4 cohorts:
  - o Kindergarten to Grade 3
  - o Grades 4-6
  - o Grades 7-9
  - o Grades 10-12
- Staff will provide instruction, support and supervision for only one group of students.

### Mask Use

- Instructional strategies for grades 4-12 students will require students to be front facing to prevent close contact from occurring. When students and staff must work in close proximity masks are required to be worn.
- When other interventions have been exhausted, all staff and students in Grades 4-12 will be required to wear masks in high traffic areas. Pre-K to Grade 3 students will have the option of wearing a mask if they wish to do so.
- **All Grade 4-12 students and staff on buses must wear masks.**
- Under level 2, Masks may also be required in the classroom for students in grades 9 through 12, as well as staff, where it is not possible to maintain physical distancing or if a student has to attend a class outside of their cohort.
- It is recommended that students wear their own non-medical cloth masks, made using two or three layers of fabric.

- Additional masking information is available in the Re-Open Saskatchewan plan at [www.saskatchewan.ca/re-open](http://www.saskatchewan.ca/re-open).

#### **Access to Hand Sanitizer**

- School-wide sanitizer will be available, bus students and staff are to also have their own hand sanitizer.
- Health Canada approved hand sanitizer will be available in each classroom and in high traffic areas.
- Hand sanitizer locations will be visibly marked with information about proper use.
- School staff will monitor use of hand sanitizer with young children.

### **Safe Transportation**

#### **Bus Students**

- If your child or children would regularly ride a school bus, but you have decided to transport them to and from school yourself at this time, please let the school and the bus driver know of your intentions.

#### **Sun West Bus Safety Plan:**

- Students who live in the same household will be seated together.
- Assigned seats and a record of this seating plan should be kept to assist with contact tracing in the case of a student being confirmed with COVID-19.
- School bus cleaning and disinfecting following use will be completed and monitored.
- Riding on a bus for an extended period is defined as close contact therefore masks are required **by Grade 4 – 12 students** riding on Sun West School Division buses.

### **Safe Access**

#### **Designated School Entrances**

- Groups of students will be assigned to a school entrance for entering and leaving the school.
  - Kindergarten – Grade 3 – South Entrance
  - Grade 4-6 – South East Entrance
  - Grade 7-9 – North Entrance
  - Grade 10-12 - North East Entrance
- School Staff and Division Office Employees – West Entrance (Parking Lot)

#### **School Arrival Protocols**

- Town students and students being dropped off by parents are encouraged to arrive at school not before 8:50 am.
- Students will wait in designated areas of the school yard until they are directed to enter the school through the appropriate grade level entrance.
- Students will enter the school while following distancing protocols.
- Students will place boots on designated location on the boot rack and walk directly to their classroom.
- When students enter the classroom, they will sit in their assigned seat and await direction from the classroom teacher.

**Bus arrival and departure protocols.**

- Students who arrive at school on the bus will exit the bus following the directions of the bus driver so that students will maintain social distancing during the departure process.
- Bus drivers will take turns unloading their busses in front of the school.
- Students will then proceed to the designated location with their classmates and wait to be directed into the school by a staff member.

**Parent drop-off/pick-up**

- Parents must drop off children outside of school while maintaining social distancing protocols.
- Drop off and pick up in designated zone in front of the North West Sidewalk of the school.
- Do not drop off or pick up in the bus loading zone, at any time.
- Do not drop off or pick up in the school parking lot.

**Recess/Breaks**

- Kindergarten to Grade 3 recesses (morning and afternoon) will be scheduled at a different time than Grade 4-6 Recesses
- Outdoor spaces will be designated according to grade levels
- Grades 7-9 and Grades 10-12 student breaks will be staggered to limit contacts.

**Lunch**

- K-6 students will be eating in their own classrooms as usual
- Grade 7-12 students will eat in their own designated classroom.
- K-3 and Grade 4-6 will have alternating lunch and playground time during the noon hour:
  - K-3 students will eat lunch from 12:00 – 12:20 and will go outside from 12:25 - 12:45
  - Grade 4-6 students will go outside from 12:00 – 12:20 and will eat from 12:25 - 12:45
- Families that can go home for lunch are encouraged to do so and should return to the appropriate location not before 12:40.
- K-12 students will not have access to microwaves at school.

**Classroom Locations**

- Kindergarten – Grade 6 students will work in homeroom classes throughout the day.
- Grade 7-9 students will move among 3 designated Grade 7-9 classrooms / day
- Grades 10-12 Students will move among 3 designated cohort classrooms / day
- Grade 10-12 Students will work at an assigned workstation in the DLC Room / Library for Distance Learning Classes.
- Grades 7-12 students will be responsible for cleaning and sanitizing their workspaces before moving to the next classroom.
- All students will have assigned seating in every classroom.

**Washrooms**

- Washrooms will be assigned to student cohorts:
  - North Central Hallways Washrooms (by the Main Office) will be assigned to Grade 7-12 students only
  - South Central Hallway Washrooms – Grade K-3 students
  - Elementary Wing Washrooms – Grade 4-6 students
- Washrooms will be cleaned at least 4 times / day

**School Visitors and Facility Usage**

- School use will be restricted to staff and students.
- Public access to school limited to essential school business.
- School facilities will not be available for use by outside organizations.

**Safe Facilities****Increased cleaning and disinfecting for high touch surface areas.**

*Protocols for touch surface cleaning will be provided to staff and students during the first week back to school and throughout the year as needed (see Sun West School Division Plan - Appendix A).*

- Frequently touched surfaces will be cleaned at least four times a day or after using shared resources/spaces (e.g. student desks/tables, tablets, learning materials). Students will have assigned seating in the classroom.
- Our caretaker will increase cleaning of high touch areas throughout the school, including door handles, light switches, keyboards, etc.

**Education and promotion of proper hygiene practices**

- A staggered hand washing schedule will be created (Reference Appendix C: When to Perform Hand Hygiene at School)
- Explicit teaching of Handwashing and Coughing/Sneezing Procedures will be provided for staff and students

Resources are included in the Sun West Return to School Health, Safety & Wellness Resources page. <https://resourcebank.ca/courseware/lesson/578/overview>

**Hand sanitizer stations**

- Hand Sanitizer stations will be set up at each school entry way.
- Everyone will be required to sanitize their hands upon entry into the school

**School water fountains** will be disabled.

- Students will use reusable water bottles and will be encouraged to bring them to school filled.
- If necessary, Kindergarten to Grade 6 students will use the water fill station in the elementary wing and Grade 7-12 students will use the water fill station by the gymnasium.

**Signage**

Eston Composite School, will display safety signage such as:

- safety protocols and to direct traffic flow
- floor markings/protocol signage for hallways and common areas
- spacing markers, directional markers and protocol signage for front door/office
- signage for visitors
- signage to support frequent and proper hand washing
- entrance and exit signage

## Safe Classroom

<ul style="list-style-type: none"><li>• Classroom set up for front facing and instruction and to maximize space and promote physical distancing will be used as much as possible.</li></ul>
<ul style="list-style-type: none"><li>• Students will not share supplies or learning materials.</li></ul>
<ul style="list-style-type: none"><li>• Please label all your children's school supplies.</li></ul>
<ul style="list-style-type: none"><li>• Family Engagement activities will be held virtually or outdoors in smaller groups where physical distancing can be maintained.</li></ul>
<ul style="list-style-type: none"><li>• Library Usage: Students and teachers will access online resource to sign out books which will be delivered to the classrooms.</li></ul>
<ul style="list-style-type: none"><li>• Seating plans will be created in all Kindergarten to Grade 12 classrooms to enable contact tracing should it be required.</li></ul>
<ul style="list-style-type: none"><li>• Students will be assigned individual lockers; locker access will be done in small cohort groups.</li></ul>
<ul style="list-style-type: none"><li>• Student bookbags and school supplies are permitted in the school.</li></ul>
<ul style="list-style-type: none"><li>• Student belongings must be labelled.</li></ul>
<ul style="list-style-type: none"><li>• Students are discouraged from sharing supplies.</li></ul>
<ul style="list-style-type: none"><li>• In the case of items that must be shared:<ul style="list-style-type: none"><li>○ Before and after using any shared item, students and staff must wash or sanitize their hands.</li><li>○ Items and equipment that are shared between cohort groups are cleaned and disinfected after each use.</li><li>○ Difficult to clean materials (ie. Books) will be taken out of circulation for 72 hours before being used by a new cohort group.</li></ul></li></ul>
<b>Career Work Exploration</b> <ul style="list-style-type: none"><li>• All learning opportunities—whether in the classroom or in a work setting—must be supported by the direction and guidelines provided by the Chief Medical Health Officer and Re-Open Saskatchewan.</li><li>• Virtual/online options for work placements as part of career and work exploration courses can be considered and explored as long as the curriculum can be actualized.</li></ul>
<b>Designated Hand-Hygiene Breaks</b> <ul style="list-style-type: none"><li>• Wash hands thoroughly when able. Otherwise, staff and students will use hand sanitizer at the following times:<ul style="list-style-type: none"><li>○ entering and exiting the school</li><li>○ moving to a different learning space (i.e. gymnasium, computer lab)</li><li>○ using the washroom</li><li>○ using a tissue</li><li>○ coughing or sneezing into hands</li><li>○ before and after eating</li><li>○ after a physical education class or outdoor play</li><li>○ after using shared items</li><li>○ after using a high-touch surface</li></ul></li></ul>

## Safe Supports

### **Mental Health and Social-Emotional Supports**

*A new virus such as COVID-19 can create anxiety and fear about the present and future. It becomes especially difficult if someone you know is sick or hear troubling messages on the radio, internet or television. Changes in routines and the continued precautions in place to limit the spread of the virus can also give rise to unexpected emotions and exacerbate pre-existing mental health conditions such as anxiety, depression or substance abuse. Therefore, mental health and wellness are critical aspects of the Eston School Re-Entry Plan.*

- School will start with a trauma-informed approach, identifying staff and students who may require additional supports.
- Counsellors and school-based support teams continue to reach out to students and families to share mental health resources, information and academic support.
- Access external resources and supports for students is available for students who require intensive assessment and intervention services. Additional information about specific protocols will be distributed to parents prior to these services.
- The Eston School staff will continue to take part in professional learning which focus on self-care, wellness and supporting students.
- Opening days classroom procedures will include information about caring for those who are ill or isolated, physical distancing and personal protective equipment.

### **Kindergarten Students will split into two groups.**

- Group 1 will attend Wednesday, September 9<sup>th</sup>.
- Group 2 will attend school Friday, September 11<sup>th</sup>.
- All students will attend on Tuesday, September 15<sup>th</sup>, so safety procedures can be learned and practiced with a smaller group.

### **Personal Protective Equipment (PPE)**

- PPE, such as plexi-glass dividers, face shields, and face masks will be provided by the Division.

### **Itinerant Staff**

- Itinerant staff will work with students in only one school per day throughout the Division.

### **Immune Compromised Safety Plan**

- Safety plans for students who are immuno-compromised will be based on the Duty to Accommodate process and developed on an individual case basis.

### **Student with Intensive Needs**

- The return to school presents unique challenges for students within the system special-education programs.
- School staff will consult with families to ensure a smooth transition and to accommodate a more individualized return to school.
- Classrooms are also organized to encourage maximum distance between students and protocols to reinforce good hygiene practices will be in place.
- Additional PPE may be required by school staff.

## Safe Activities

### Extra-Curricular and School Sport

- Plans for extra-curricular activities and will be developed based on the guidelines set out in Re-Open Saskatchewan and in consultation with the CMHO once the group/gathering capacity limits for fall 2020 are known.

### Physical Education

- Students will engage in physical activities in a designated outside area, weather permitting, and in the school gymnasium.
- Students will not participate in physical activities in the classroom setting.
- Students will not be able to leave any personal belongings in gym change rooms.
- Students will be allowed in gymnasium change rooms in small groups so they can physically distance.
- Classes will focus on individual skill development rather than team sports.
- Plans will be implemented that implement healthy management of physical education equipment.

### Student Assemblies

- We will not be gathering for assemblies or in other group arrangements at this time.

### Curricular-Related Field Trips

- As per Re-Open Saskatchewan guidelines, recreational travel requiring vehicles, such as field trips, is not permitted at this time. Because we are focused on having students remain in cohorts as much as possible, curriculum-related field trips at indoor locations are also not encouraged.

### Use of Outdoor Spaces

Protocols for outside spaces during recess and/or classroom include:

- Scheduling of cohort zones
- Play equipment to be used by each cohort separately
- Proper sanitization of outdoor play equipment

## Safe Alternatives

To ensure preparedness, there are four scenarios that may be activated regionally or provincially based on the advice of our Chief Medical Health Officer, they include:

- Level 1: Return to school, as close to normal as possible, with additional health measures and precautions.
- Level 2: Mask usage as determined by the Chief Medical Health Officer. These masks are being purchased centrally by the Ministry of Education and distributed to school divisions.
- Level 3: In the event it becomes necessary, school capacity will be reduced. This may include establishing cohorts and hybrid learning models as considerations.
- Level 4: Implementing learning continuity plans, which means transitioning to mandatory remote learning.

These levels would be put in place by Saskatchewan's Chief Medical Officer and Divisions will continue to work closely with him and his team on all planning.